
New eMaryland Marketplace

Solicitation Training

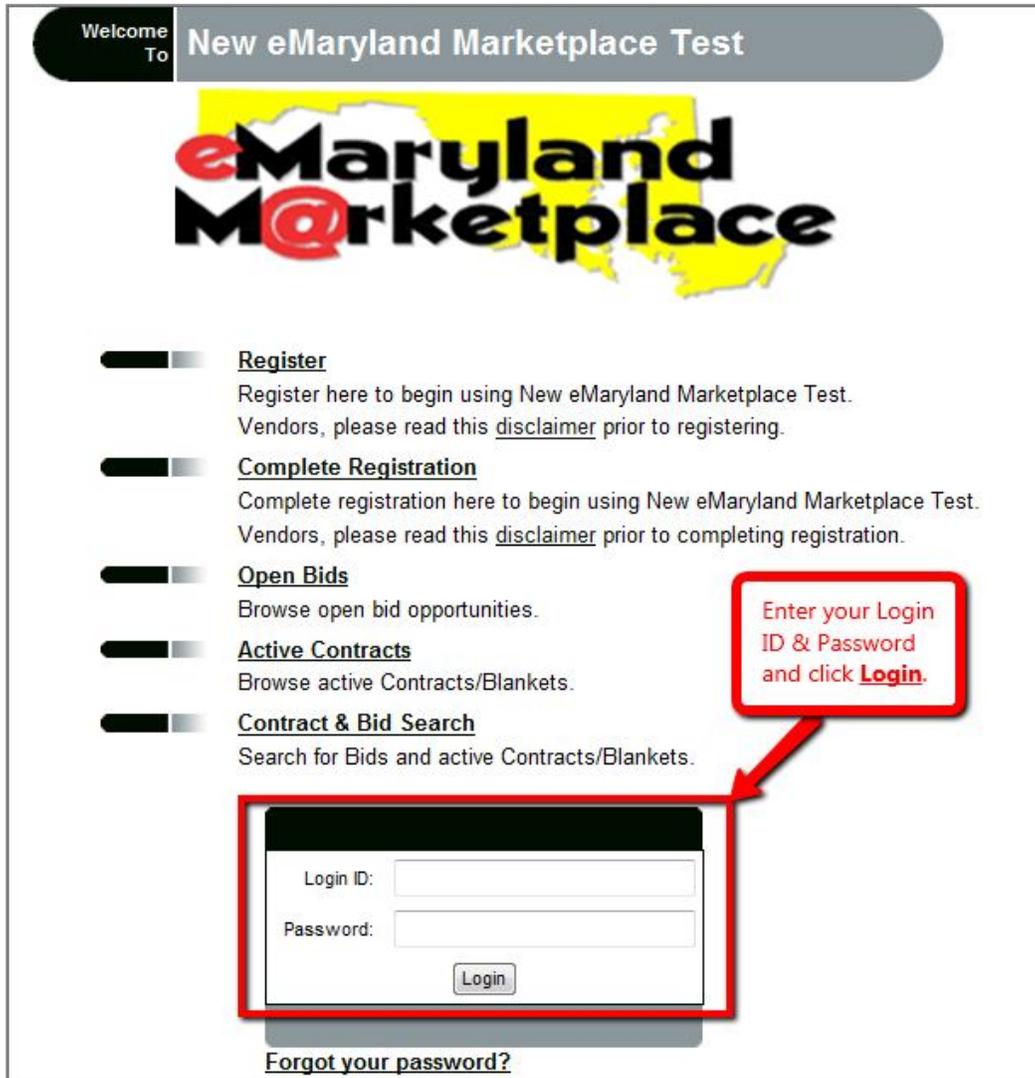
Creation, Setup & Posting

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STEP 1: Create a Bid document.

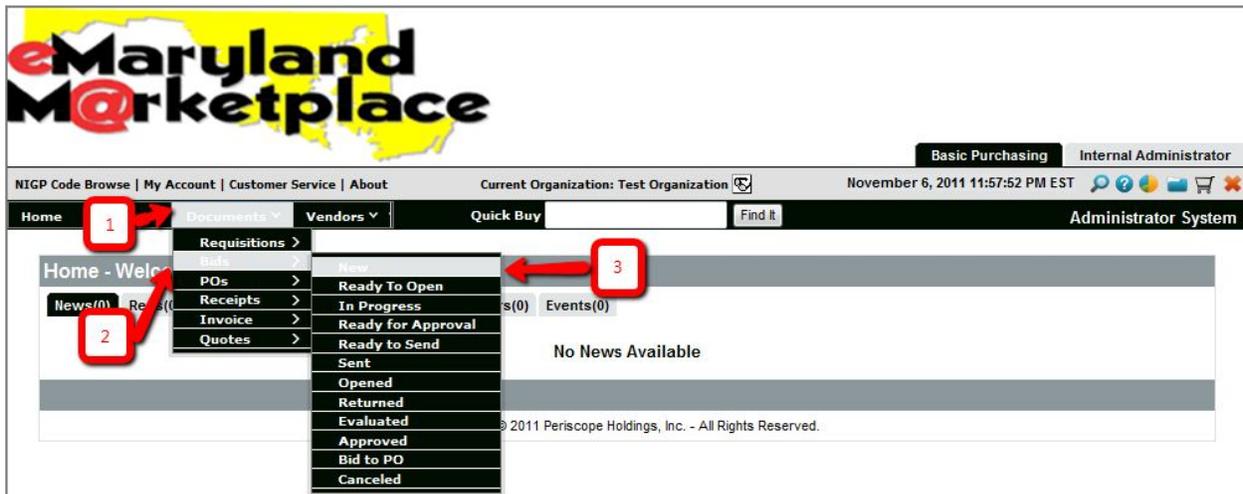
- Login to eMaryland Marketplace.



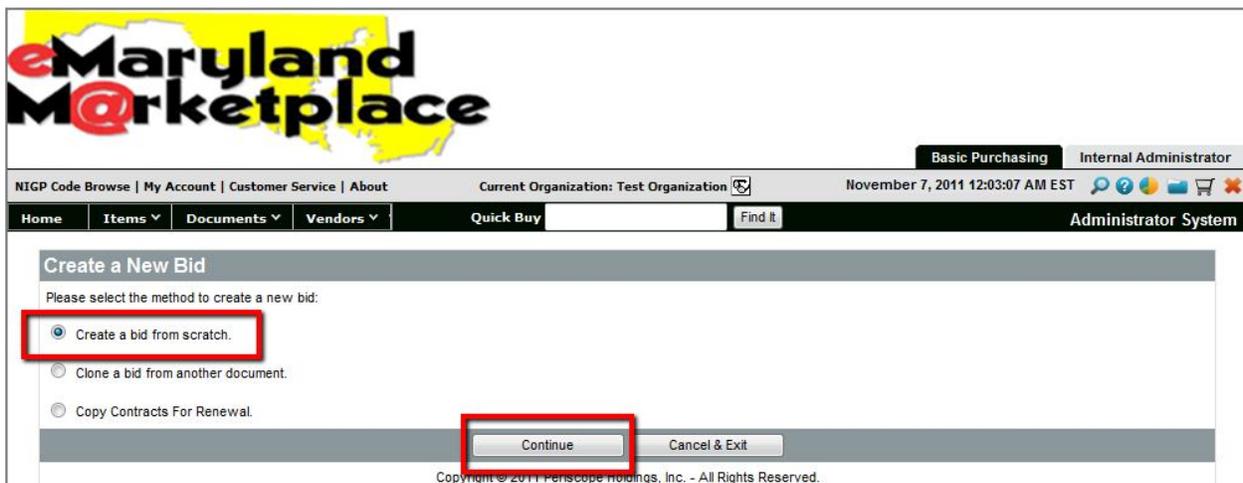
- The homepage for your current role will appear.
- If role tabs appear along the top-right, make sure that the **Basic Purchasing** tab is highlighted. If not, click that tab.
- If no role tabs appear, you only have one role.



- From the Navigation tool bar, hover your mouse over **Documents**, then **Bids**, and then click **New**.



- Click **Create a Bid from scratch** and click **Continue**.



- The General tab of the Bid document will appear.



- Complete the following fields. All other fields should be ignored.
 - Description – Title of the solicitation.
 - Type Code – Type of solicitation that is being conducted.
 - Fiscal Year – Fiscal year that this solicitation is being conducted in.
 - Department – Department that the solicitation is being conducted on behalf of.
 - Location – Location that the solicitation is being conducted on behalf of.
 - Allow Electronic Response – When checked, vendors can respond to this solicitation online (does not prohibit offline response). When unchecked, vendors must respond offline.
 - Required Date (optional) – Date that the solicited goods/services must be delivered by.
 - Bid Opening Date – Due date and time for vendor responses to the solicitation. No responses can be submitted after this date (select a time in the future). **See note below about selecting dates.**
 - Available Date – Date and time that vendors will be able to view the solicitation online and respond (select a time in the past to have the solicitation be immediately published after sending). **See note below about selecting dates.**
 - Bid Type – Leave at “Open Bid” unless only a pre-set list of vendors can view and respond to the solicitation, such as with a multi-step solicitation or Task Assignment. If so, pick “Closed Bid.”
 - Alternate ID (optional) – Used to document an alternate number for the solicitation.

- Purchase Method – Leave at “Open Market” unless a term contract will be awarded and the begin and end dates are known or can be estimated. If so, pick “Blanket.”
- Info Contact – The contact information that should be used by vendors for the solicitation.
- Pre-Bid Conference – Date, time and other information about the pre-bid conference (if applicable).
- Bulletin Description – The long description of the solicitation (optional).

NOTE: Dates can be entered by clicking the calendar icon next to the field. This will display a pop-up window featuring a calendar with dropdown fields to select a time. **You must select the time before clicking on the date.**

Bid Opening Date:*(MM/DD/YYYY HH:MM:SS AM or PM) 

April	Select month	Change year	2010					
April 2010								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29				
				AM	11	51	00	Select time

- After all of the fields listed have been completed. Click **Save & Continue**.

New Bid

General | Items | Address | Accounting | Routing | Attachments | Notes | Bidders | Amendments | Q & A | Reminders | Summary

Bid Number:

Status: 2BI - In Progress

How Solicited: Email

Department:

Location:

Show on Web:

Required Date:

Available Date: *(MM/DD/YYYY HH:MM:SS AM or PM)

Bid Type: Open Bid

Control Code:

Print Dest Detail: Always

Purchase Method:

Tax Rate:

Item Single Award Only:

Info Contact:

Pre-Bid Conference: (Max size: 250 characters)

Bulletin Desc: (Max size: 250 characters)

Date Last Updated:

User last Updated:

Save & Continue

Description:

Purchaser: System, Administrator

Type Code:

Fiscal Year: 2012

Organization:

Allow Electronic Response:

Bid Opening Date: *(MM/DD/YYYY HH:MM:SS AM or PM)

Purge Date: (MM/DD/YYYY)

Informal Bid:

Estimated Cost: \$0.00

Alternate ID:

Print Format:

Bid Print Form:

- The screen will refresh. The Bid will be assigned a number and status. A red validation error will display. Proceed to the next step.

Open Market Bid AGENCY12-000035 **Bid # assigned** **Bid status appears** Status: 2BI - In Progress

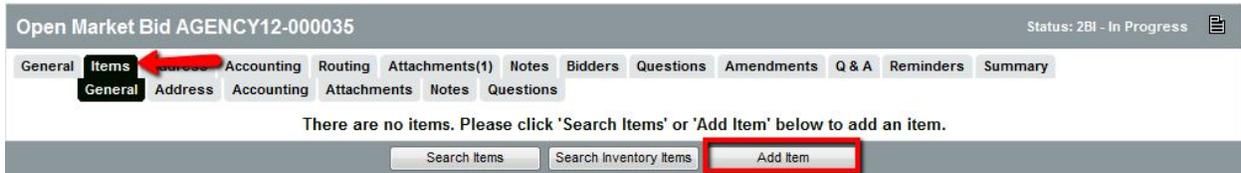
General | Items | Address | Accounting | Routing | Attachments(1) | Notes | Bidders | Questions | Amendments | Q & A | Reminders | Summary

General Validation Errors

- No items.

STEP 2: Create the line-items that can be bid upon.

- Click on the **Items** tab and then click **Add Item**.



- Complete the following item detail fields. All other fields can be ignored.
 - Description – Fully describe an item that vendors can provide a price quote for, or direct vendors to attached documents (e.g. Specifications) where a description can be found. Also include any other information necessary directing vendors on how to respond.
 - Quantity – The quantity of the item desired. For services, will usually be “1.”
 - Unit of Measure – The unit of measure for the item.
 - NIGP Class – The first 3 digits of the commodity code.
 - NIGP Class Item – The last 2 digits of the commodity code.

NOTE: Clicking the **eyeglass** icon below the **NIGP Class** field as shown below will allow you to search for a commodity code. The **Commodity Code** field will NOT be used here.

Open Market Bid AGENCY12-000001 Status: 2BI - In Progress

General **Items** Address Accounting Routing Attachments Notes Bidders Questions Amendments Q & A Reminders Summary

General Address Accounting Attachments Notes Questions

Item #: _____ Item Type: Normal

Print Sequence*: 1.0 Item Status: 2BI - In Progress

Description*: Stock Item Number:

Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
0.0	0.00	\$0.00	EA	0.0	0.00	\$0.00

NIGP Class: _____

NIGP Class Item: _____

Manufacturer: _____ Brand: _____ Model: _____

Make: _____ Packaging: _____

Commodity Code Search

Save & Add New Save & Exit Save & Continue Reset Cancel & Exit

- If you clicked to search for a NIGP Class code, a pop-up with the **Commodity and Service Codes Search** screen will appear.
- Enter a **NIGP Keyword** and click **Search**.

Commodity and Service Codes

Search

NIGP Class: _____

NIGP Class Item: _____

NIGP Keyword: _____

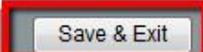
Search using: ALL of the criteria

Search

- The matching results will appear below.

- Click the button for the code you would like to use and click **Save & Exit**.

	Code	Description
<input type="radio"/>	240-66	Meal Servers, Insulated
<input type="radio"/>	393-06	Combination Meals, Shelf Staple (To Include Ready to Eat Prepared Meals) MRE
<input type="radio"/>	393-43	Crackers and Cookies, Packaged
<input type="radio"/>	393-53	Fruits, Vegetables, and Full Meal Entrees, Dehydrated
<input type="radio"/>	393-56	Grocers' Miscellaneous Items: Cake Decorations, Candles, Canned Fuel, Food Preservatives, Matches, Meal Kits, Toothpicks, etc.
<input type="radio"/>	393-62	Meal, Corn
<input type="radio"/>	952-30	Delivered Meals (Including Shelf Stable Meals and Congregate Meals)
<input type="radio"/>	963-47	Meals

  Save & Exit Cancel & Exit

- The item details will appear again. Review the item.
- To add another item, click **Save & Add New** and repeat this step.
- Click **Save & Exit** once done adding items.

Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

General **Items** Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders Summary

General Address Accounting Attachments Notes Questions

Item #: 1 Item Type: Normal
 Print Sequence*: 1.0 Item Status: 2BI - In Progress
 Description*: meals Stock Item Number:

Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
5.0	0.00	\$0.00	EA	0.0	0.00	\$0.00

NIGP Class: 963 963 - NON-BIDDABLE MISCELLANEOUS ITE...
 NIGP Class Item: 47 47 - Meals
 Tax Rate: Tax Amount: \$0.00
 Extended Amount: \$0.00

Manufacturer: Brand: Model:
 Make: Packaging:

Save & Add New Save & Exit Save & Continue Reset Cancel & Exit

- The list of the items you've added will appear.
- Review your items and make changes as shown below if necessary.

Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

General **Items** Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders Summary

General Address Accounting Attachments Notes Questions

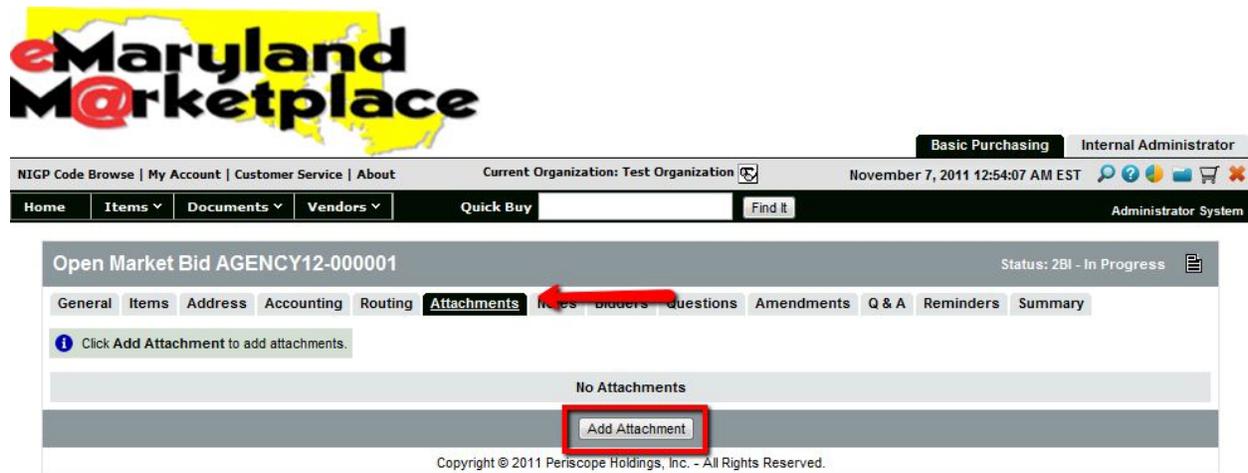
Sort by Column: Print Sequence Sort Descending Go

Item #	Print Sequence	Item Description							Delete	
		Quantity	UOM	Unit Cost	Net Unit Cost	Total Discount Amt.	Tax Rate	Tax Amount		
1	1.0	meals	5.0	EA	0.00	\$0.00	\$0.00	0.0	\$0.00	<input type="checkbox"/>
Total									\$0.00	

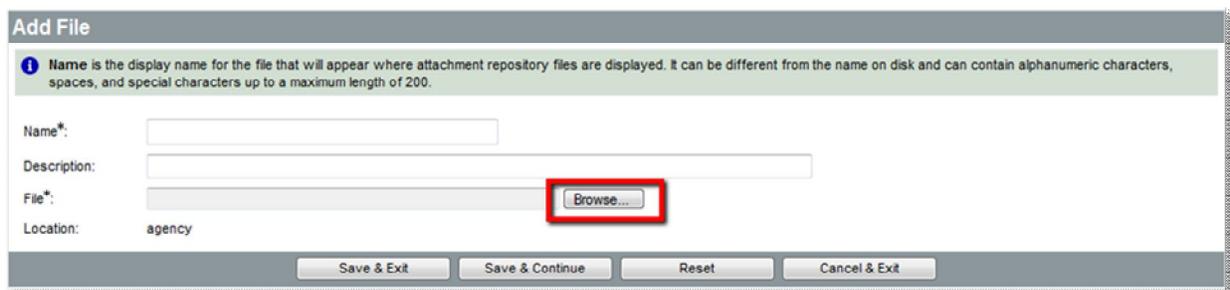
Save & Continue Search Items Search Inventory Items Add Item

STEP 3: Attach the official solicitation documentation.

- Click the **Attachments** tab and choose **Add Attachment**.



- Click the **Browse** button.
- Your computer's directory will appear.
- Double-click a file to attach.



- Enter a **Description** of the file, if desired.
- Click **Save & Exit**.

Add File

i Name is the display name for the file that will appear where attachment repository. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Name*:

Description:

File*:

Location: agency

If desired, edit the file Name and add a Description.

- Your list of attachments will appear.
- Click **Add Attachment** to attach another file, if desired.

Open Market Bid AGENCY12-000035

General Items Address Accounting Routing **Attachments(1)** Questions Reminders Summary

Name	Description	Show Vendor	Attached Date	Delete
Terms and Conditions-1.docx		<input checked="" type="checkbox"/>	Administrator System 11/11/2011	<input type="checkbox"/>

Show / hide a file from the vendors

Delete a file

Attach another file

STEP 4: Search and add Vendors to notify.

- Go to the **Bidders Tab** and select **Lookup & Add Vendors**.

Open Market Bid AGENCY12-00035 Status: 2BI - In Progress

General Items Address Accounting Routing Attachments(1) Notes **Bidders** Addments Q & A Reminders Summary

Vendor Validation Warnings

- No bid bidder.

Select bidder participation, open or closed, and select vendors to notify

Unrestricted bid, all vendors can view and respond Not used

Restricted bid, only selected vendors can view and respond

Vendor ID	Vendor Name	Vendor Address	Preferred Delivery Method
<input type="text"/>			

Show Unit Prices to Vendors

Hide Bid Holder List on Vendor Side Usually not used

i Before you look up bid vendors or add a new vendor, please save your unsaved changes. Otherwise you will lose those changes.

Save & Continue Lookup & Add Vendors

- A search pop-up window will appear.
- Scroll to the bottom of the screen.
- Click the **Find Vendors for All Commodity Codes on the Bid** button.

Lookup & Add Reference Vendors - Bid AGENCY12-00035

Search Using: ALL of the criteria

Find It Clear

Search Fields:

Vendor ID	<input type="text"/>	Vendor Name	<input type="text"/>
Vendor Tax ID	<input type="text"/>	Vendor Legal Name	<input type="text"/>
Vendor Keyword	<input type="text"/>	Alternate ID	<input type="text"/>
ZIP Code	<input type="text"/>	County	<input type="text"/>
State	<input type="text"/>		

Scroll down

Browse by:	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 10
<input type="button" value="Find It"/> <input type="button" value="Clear"/>	
<input type="button" value="Find Vendors for All Commodity Codes on the Bid"/> <input type="button" value="Close Window"/>	

- The list of vendors matching the line-item commodity codes will appear below.
- Select the vendors that return by clicking the check box at the top of the **Select** column.

Lookup & Add Reference Vendors - Bid AGENCY12-000035

Search Using: ALL of the criteria ▼

Scroll down

Search fields: Vendor ID Vendor Name

1-25 of 35
1 2

Select	Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Address	City	State	Contact Name	Phone	Reference Vendor
<input type="checkbox"/>	00000006	Acme Products Inc.				1 Acme Lane Something Something Something	Death Valley	CA		(555)555-8888	No

Select all vendors on this page

Scroll down

- If more than 25 vendors returned from your search, click the **Save & Next Page** button on the bottom of the page.

1-25 of 35
1 2

- Repeat selecting all vendors on the page and clicking **Save & Next Page** until all pages of vendors have been added.

Lookup & Add Reference Vendors - Bid AGENCY12-000035

Search Using: ALL of the criteria Find It Clear

Search fields: Vendor ID Vendor Name

1-25 of 35
12

Select	Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Address	City	State	Contact Name	Phone	Reference Vendor
<input type="checkbox"/>	00000006	Acme Products Inc.				1 Acme Lane Something Something Something	Death Valley	CA		(555)555-8888	No

1-25 of 35
12

Save & Exit Save & Continue **Save & Next Page** Find Vendors for All Commodity Codes on the Bid Close Window

- Once you reach the last page of vendors, click **Save & Exit**.
- The **Bidders** tab will appear with all of the selected vendors listed.
- Review the list of vendors to notify.

Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

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[General](#) | [Subcontractors](#) | [Quote Activity](#)

Select bidder participation, open or closed, and select vendors to notify

Unrestricted bid, all vendors can view and respond
 Restricted bid, only selected vendors can view and respond

Delete	Vendor ID	Vendor Name	Vendor Address	Preferred Delivery Method
<input type="checkbox"/>				
<input type="checkbox"/>	00000002	Test Vendor	Bid Mailing Address: Add New Address Bid Mailing Address(default) - Contact Address Line 1 City, MD 55555 U... Address Line 1 City, MD 55555 US	Email
<input type="checkbox"/>	00000014	Periscope Holdings	Bid Mailing Address: Add New Address General Mailing Address - Chriss Kennedy 211 E. 7th Street Suite 1... 211 E. 7th Street Suite 1100 Austin, TX 78777 US	Email

Confirm the list of vendors to notify about the solicitation

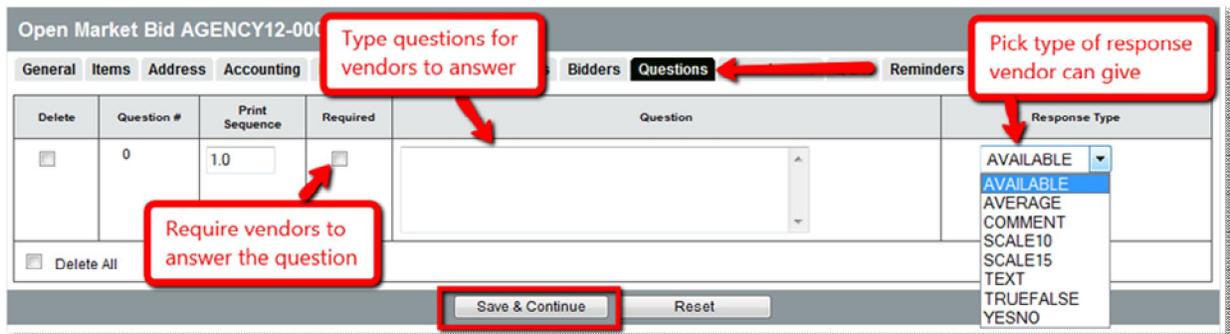
Scroll down

OPTIONAL BID STEPS: Notes, Questions, Q&A and Reminders

- Click the **Notes** tab.
- Notes are NOT shared with vendors.
- If desired, type in a Note and click **Save & Continue**.



- Click the **Questions** tab.
- Questions will be asked to vendors during their response.
- Questions are useful only if online responses will be accepted.
- If a Question is checked “Required,” the vendor will have to answer it before they can submit an online response.



- Vendors can only respond to a Question with the **Response Type** selected.
- The **Response Type** descriptions are below.

Response Type	Description
AVAILABLE	Vendor can select one of the following: Fully provided, Not Provided, Custom Development Required, Provided With Modifications, Provided with Reporting or Development Tool
AVERAGE	Vendor can select one of the following: Poor, Below Average, Average, Above Average, Excellent
COMMENT	Vendor can provide text response of up to 250 characters.
SCALE10	Vendor can select a number from 1 to 10.
SCALE15	Vendor can select a number from 1 to 5.
TEXT	Vendor can provide text response of up to 4000 characters.
TRUEFALSE	Vendor can select either true or false.
YESNO	Vendor can select either yes or no.

- Click the **Q&A** tab.
- Using Q&A allows you to publish questions you've received from vendors and your answers, if desired.
- To publish Q&A, complete the **Question Subject**, **Question** and **Answer** fields, then click the **Show on Web** check box and **Save & Continue**.
- You can also allow vendors to submit questions through eMaryland Marketplace that will show up here for you to answer.
- To enable this, click the check box next to **Allow vendor to submit questions**.
- If you want to receive a notification every time a vendor submits a question through eMaryland Marketplace, click the **Send notification when vendor submitting question** check box.
- Click **Save & Continue**.

Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments **Q & A** Summary

Question #	Created Date	User Created	Question Subject	Question	Answer	Show on Web	Show Original Vendor Only	Delete
Add New:						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Allow vendor to submit questions
 Send notification when vendor submitting question

Type questions you've received from vendors and your answers.

Save & Continue Reset

- Click the **Reminders** tab.
- Reminders allow you to assign a task to yourself or others, if desired.
- Reminders will appear on the assigned user's eMaryland Marketplace Homepage.
- They can also be set to trigger an email.
- To set up a Reminder, complete all of the fields and click **Save & Continue**.

Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments **Q & A** **Reminders**

Due Date* (MM/DD/YYYY)	Comment* (max 250 characters)	Remind Whom*	Days Prior to Remind*	Date Completed (MM/DD/YYYY)	Send Email	Date Entered	Entered By
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="checkbox"/>		

Save & Continue Reset

STEP 5: Review and submit the Bid document.

- Select the **Summary** tab.
- You will be able to view all of the information entered on the previous tabs.
- If a red validation error displays along the top of the document, you must return to the appropriate tab and correct the issue.

Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders **Summary**

Header Information

Bid Number: AGENCY12-000035	Description: test	Status: 2BI - In Progress
Purchaser: Administrator System	Minor Status:	How Solicited: Email
Organization: Test Organization		
Fiscal Year: 12	Department: TEST - Test Department	Location: TEST - Test Location
Show On Web: Yes	Allow Electronic Quote: Yes	Required Date: 11/30/2011
Bid Opening Date: 11/30/2011 10:02:00 PM	Available Date: 11/14/2011 10:02:00 PM	
Purge Date:		
Bid Type: Open Bid	Informal Bid: No	

Scroll down and review

- Once you have reviewed your Bid, select **Submit for Approval** on the bottom of the **Summary** tab.

Item # 2: Roofing Paper 48"x20' Roll 2BI - In Progress

NIGP Code: 145-60
Roofing

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
2.0	\$9.99	ROLL - Roll	-\$0.999		\$0.00	\$18.98

Manufacturer: Brand: Model:
Make: Packaging:

Account Code	Amount
There is no item accounting available for this item.	

Windows Internet Explorer [X]

? Are you sure you want to submit this Bid?

- If your solicitations do NOT require approval, click the **Automatic approval** button, then **Save & Continue**.

NOTE: Once you click **Save & Continue**, you will no longer be able to make changes to the Bid document unless you publish it and create an amendment / addendum. If necessary, click **Cancel & Exit** to return to the Bid and make additional changes.



Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

No approval path meets the document criteria. Do you want to manually add approvers or mark the document as approved?

Manually add approvers
 Automatic approval

Please select an approver if you want to manually add approvers.

Approver:

- The **Summary** tab of the Bid document will appear.
- That status of the Bid document is now “Ready to Send.”
- You can skip to the next step.



Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

Only one approval path "TEST" matches the document's criteria.

Approval Path	Description	Dollar Range	Approvers		
			User	Level	Type
TEST	Test Approval	\$0.00-\$999,999,999.00	Administrator System	1	Primary

Please click Continue to continue submitting the document, or click Cancel & Exit to cancel the document submission and go back to the document.

- If your document required approval in eMaryland Marketplace, it will appear in “Ready for Approval” status.
- You cannot make edits to the document.

Open Market Bid AGENCY12-000001 Status: 2BRA - Ready for Approval

General Items Address Accounting Routing Attachments Notes Bidders Questions Amendments Q & A Reminders **Summary**

Header Information

Bid Number:	AGENCY12-000001	Description:	test	Status:	2BRA - Ready for Approval
Purchaser:	Administrator System	Minor Status:		How Solicited:	Email
Organization:	Test Organization	Department:	TEST - Test Department	Location:	TEST - Test Location
Fiscal Year:	12	Allow Electronic Quote:	Yes	Required Date:	11/07/2011
Show On Web:	Yes	Available Date:	11/07/2011 12:00:00 PM		
Bid Opening Date:	11/30/2011 12:00:00 PM				

- If one of the approvers disapproves the document, you will be emailed.
- The document will enter a status of “Returned.”
- Access the document and click the **Reopen Bid** on the bottom of the **Summary** tab to make edits to the document and re-submit it.

Open Market Bid AGENCY12-000035 Status: 2BRT - Returned

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders **Summary**

Header Information

Bid Number:	AGENCY12-000035	Description:	test	Status:	2BRT - Returned
Purchaser:	Administrator System	Minor Status:		How Solicited:	Email
Organization:	Test Organization	Department:	TEST - Test Department	Location:	TEST - Test Location
Fiscal Year:	12	Allow Electronic Quote:	Yes	Required Date:	11/30/2011
Show On Web:	Yes	Available Date:	11/14/2011 10:02:00 PM		
Bid Opening Date:	11/30/2011 10:02:00 PM				
Purge Date:					
Bid Type:	Open Bid	Informal Bid:	No		

Pre-bid Approval Path:

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved/Canceled	Approved/Disapproved/Canceled by	Comment View
	Administrator System	1		1	Primary	11/29/2011 11:11:00 AM	11/29/2011 11:17:22 AM	Administrator System	

- Once your document is approved, it will enter a status of “Ready to Send.”

Open Market Bid AGENCY12-000035 Status: 2BR - Ready to Send 

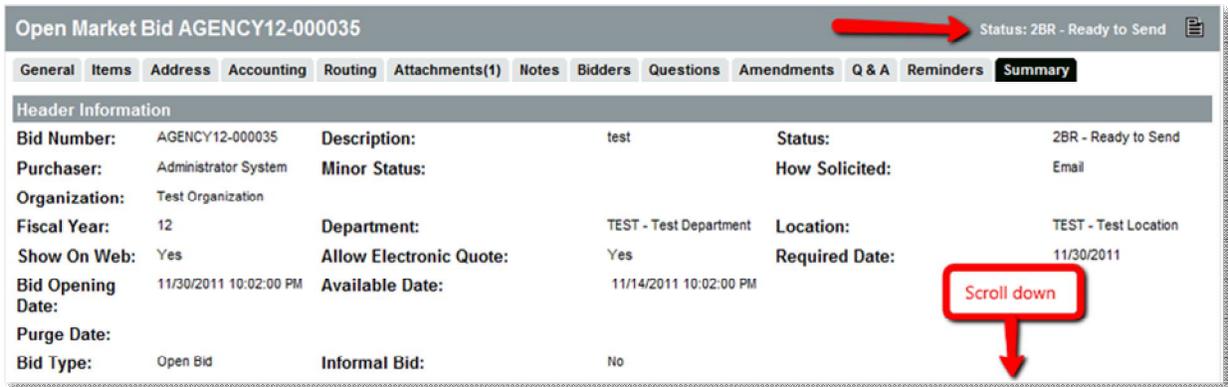
[General](#) [Items](#) [Address](#) [Accounting](#) [Routing](#) [Attachments\(1\)](#) [Notes](#) [Bidders](#) [Questions](#) [Amendments](#) [Q & A](#) [Reminders](#) **Summary**

Header Information

Bid Number:	AGENCY12-000035	Description:	test	Status:	2BR - Ready to Send
Purchaser:	Administrator System	Minor Status:		How Solicited:	Email
Organization:	Test Organization				
Fiscal Year:	12	Department:	TEST - Test Department	Location:	TEST - Test Location
Show On Web:	Yes	Allow Electronic Quote:	Yes	Required Date:	11/30/2011
Bid Opening Date:	11/30/2011 10:02:00 PM	Available Date:	11/14/2011 10:02:00 PM		

STEP 6: Post the solicitation.

- Scroll down to the bottom of the **Summary** tab of your Bid document to the **Send Bid Actions** section.



Open Market Bid AGENCY12-000035 Status: 2BR - Ready to Send

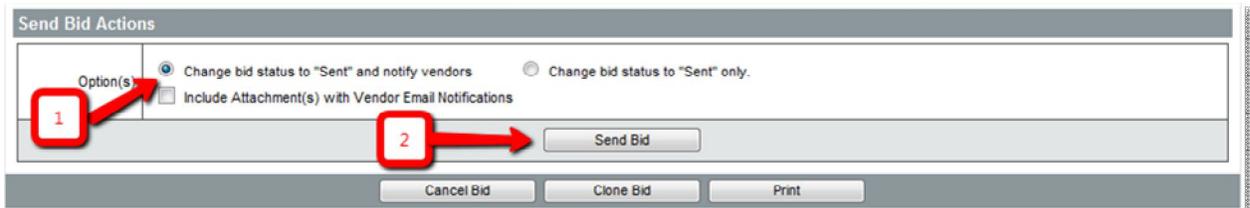
General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders **Summary**

Header Information

Bid Number:	AGENCY12-000035	Description:	test	Status:	2BR - Ready to Send
Purchaser:	Administrator System	Minor Status:		How Solicited:	Email
Organization:	Test Organization				
Fiscal Year:	12	Department:	TEST - Test Department	Location:	TEST - Test Location
Show On Web:	Yes	Allow Electronic Quote:	Yes	Required Date:	11/30/2011
Bid Opening Date:	11/30/2011 10:02:00 PM	Available Date:	11/14/2011 10:02:00 PM		
Purge Date:					
Bid Type:	Open Bid	Informal Bid:	No		

- Ensure **Change bid status to "Sent" and notify vendors** is selected.
- Click **Send Bid**.

NOTE: Selecting **Include Attachment(s) with Vendor Email Notifications** is NOT recommended. **If notifying many vendors and / or attaching large files to your Bid, this has the potential to slow down your email system.**



Send Bid Actions

Option(s) Change bid status to "Sent" and notify vendors Change bid status to "Sent" only.

Include Attachment(s) with Vendor Email Notifications

1 **2**

Send Bid

Cancel Bid Clone Bid Print

- The **Vendor Notification Result** screen will appear.
- All of the vendors selected to notify will be listed.

Vendor Notification Result

Subject: Bid Notification - Bid # ADSP010-00000113, AutoGSD Architecture Subscription Renewal

Email Recipients

Delivery Date: 04/23/2010 11:40:00 AM

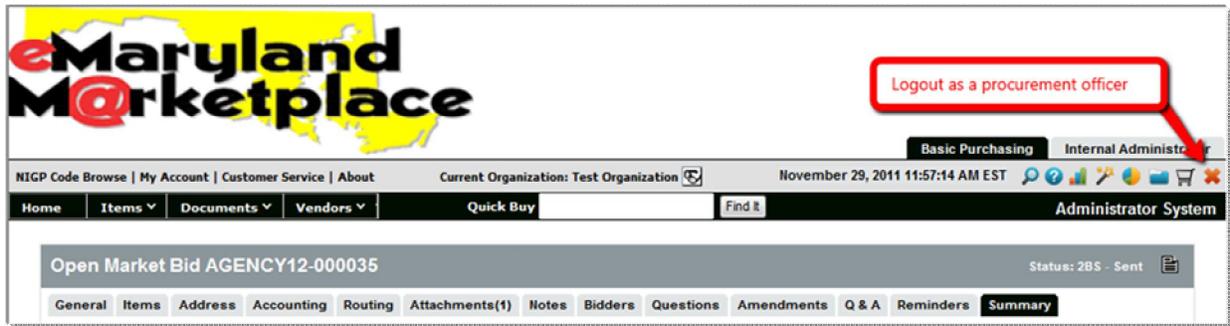
Vendor ID	Vendor Name	Email Address
00000525	W.T. Cox Subscriptions	Amanda Danford (test@goperiscope.com)
00004191	The Wilkins Group LLC	Tawnya Combe (test@goperiscope.com)

OK

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VENDOR STEP (For training only): **Respond to the solicitation online.**

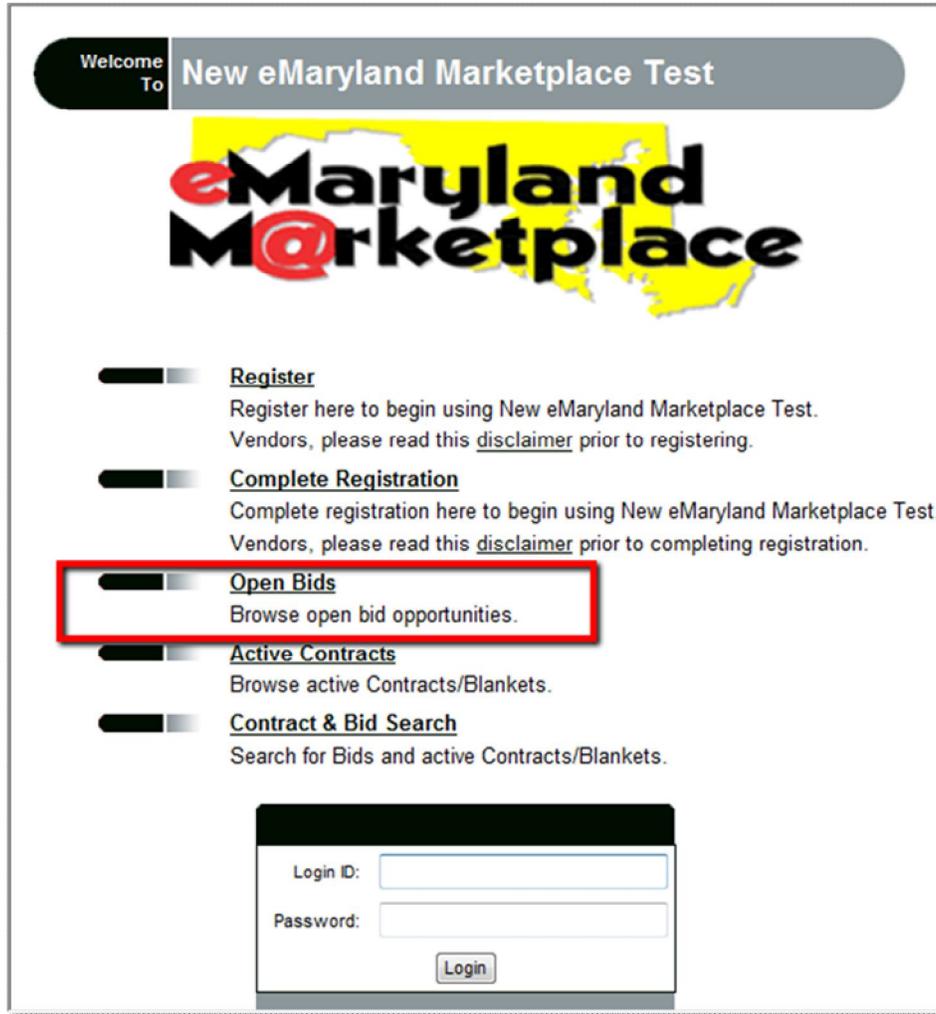
- Logout of eMaryland Marketplace as a Procurement Officer.



- Click **Log In** on the screen that appears.



- Click **Open Bids** on the Login screen.



The screenshot shows the 'New eMaryland Marketplace Test' interface. At the top, a grey banner reads 'Welcome To New eMaryland Marketplace Test'. Below this is the eMaryland Marketplace logo. A list of navigation options is provided, each with a progress indicator (a bar with a grey segment on the left):

- Register**: Register here to begin using New eMaryland Marketplace Test. Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**: Complete registration here to begin using New eMaryland Marketplace Test. Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**: Browse open bid opportunities. (This option is highlighted with a red rectangular box in the original image.)
- Active Contracts**: Browse active Contracts/Blankets.
- Contract & Bid Search**: Search for Bids and active Contracts/Blankets.

At the bottom of the interface is a login form with the following fields and a button:

- Login ID:
- Password:
- Login button

- Your Bid document should appear listed. Look for your name in the **Buyer** column.
- If your Bid does not appear, skip to the next step to create an amendment / addendum. The issue is one of the following.
 - The **Bid Available Date** has not been reached yet.
 - The **Bid Opening Date** has already passed.
 - The **Bid Type** was set to “Closed Bid.”
- If your Bid does appear, click the link in the **Bid#** column.

Open Bids

Show Bids for Category: All Select a category and click "Go" to narrow the list of Bids shown.

Bid(6)

Bid #	Alternate Id	Buyer	Description	Purchase Method	Bid Opening Date	Bid Holder List
AGENCY12-000053		Test User 24	Projection Screen	Open Market	12/16/2011 02:00:00 PM	
AGENCY12-000043		Test User 17	clone for cathy	Open Market	11/30/2011 10:03:00 AM	
AGENCY12-000035		Administrator System	test	Open Market	11/30/2011 10:02:00 PM	
AGENCY12-000030		Test User 12	food services	Open Market	11/13/2012 02:35:00 PM	
AGENCY12-000008		Test User 2	Winterized Boots	Open Market	11/30/2011 10:45:00 AM	
AGENCY12-000001		Administrator System	test	Open Market	11/30/2011 12:00:00 PM	

- Upon clicking your Bid, a screen appears alerting vendors that they must log in to acknowledge the Bid and receive future correspondence about it.
- Click **Proceed**.

Acknowledge Receipt and View Solicitation

Bid # AGENCY12-000053
 Bid Description Projection Screen

To acknowledge a Bid and receive future correspondence about it, you must be registered and logged in. To simply view the Bid, click "Proceed" below.

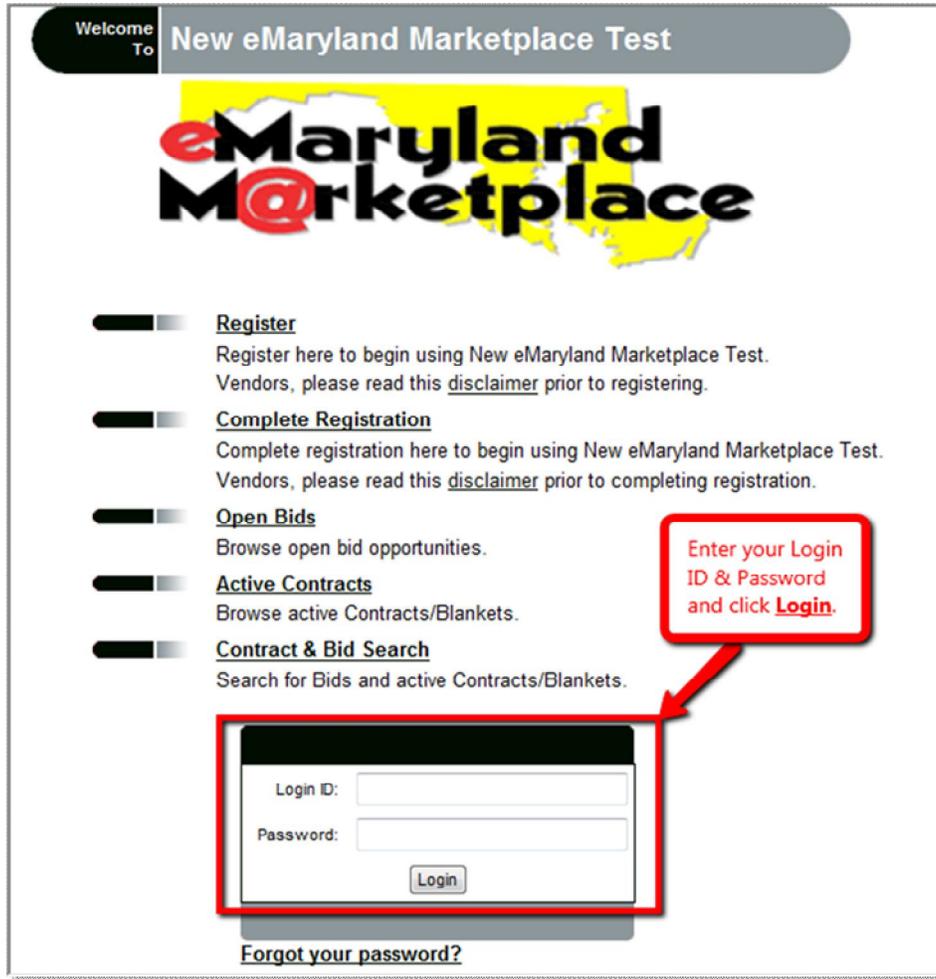
- A redacted version of the Bid Summary tab will appear.

Bid Solicitation: AGENCY12-000053

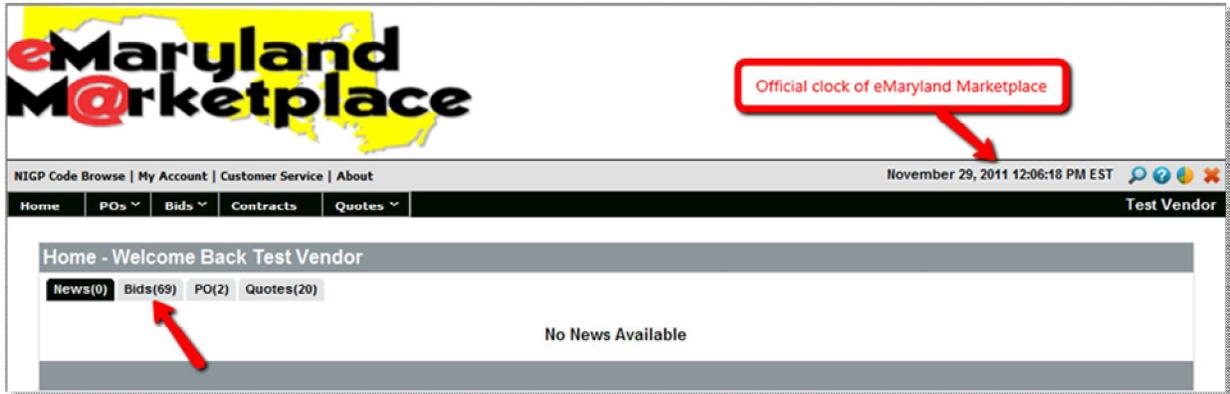
Header Information					
Bid Number:	AGENCY12-000053	Description:	Projection Screen	Bid Opening Date:	12/16/2011 02:00:00 PM
Purchaser:	Test User 24	Organization:	Test Organization		
Department:	TEST - Test Department	Location:	TEST - Test Location		
Fiscal Year:	12	Type Code:	IB - Invitation to Bid (ITB)	Allow Electronic Quote:	Yes
Alternate Id:		Required Date:	12/19/2011	Available Date :	11/17/2010 02:00:00 PM
Info Contact:	Walter Johnson	Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Open Market				
Pre Bid Conference: November 23, 2011 @2:00 pm for a prebid to review the sight of delivery and installation.					
Bulletin Desc: Purchase, delivery and installation of projection screen					

- Click the **Exit** buttons on the bottom of the screen until you get back to the Login screen.
- Log in as a vendor in the TEST ENVIRONMENT ONLY with the following information:

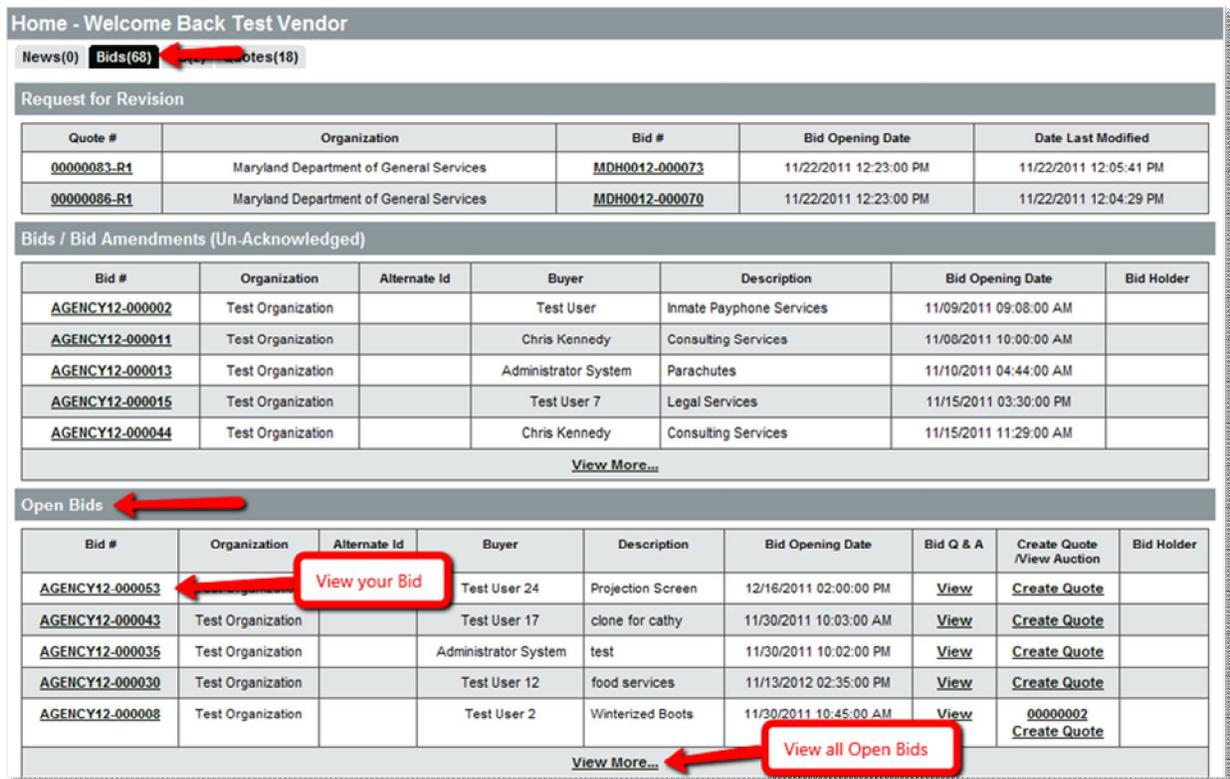
- Login ID – vendort
- Password – passw0rd



- The vendor Home page will appear.
- Click the **Bids** tab below the “Home – Welcome Back Test Vendor” section.



- Scroll down to the “Open Bids” section.
- Click the link in the **Bid#** column for your Bid.
- If your Bid doesn’t appear listed, click the **View More** link at the bottom of this section.



- The **Acknowledge Receipt and View Solicitation** screen will appear.
- This screen enables vendors you didn’t notify about the solicitation to get on the list to receive future notifications about it.

- Click Yes.

Acknowledge Receipt and View Solicitation

Bid # AGENCY12-000053
Bid Description Projection Screen

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

- The redacted version of the Bid Summary tab will appear.

Bid Solicitation: AGENCY12-000053

Header Information

Bid Number: AGENCY12-000053	Description: Projection Screen	Due Date	Bid Opening Date: 12/16/2011 02:00:00 PM
Purchaser: Test User 24	Organization: Test Organization	Online responses	Allow Electronic Quote: Yes
Department: TEST - Test Department	Location: TEST - Test Location		Available Date : 11/17/2010 02:00:00 PM
Fiscal Year: 12	Type Code: IB - Invitation to Bid (ITB)		Informal Bid Flag: No
Alternate Id:	Required Date: 12/19/2011		
Info Contact: Walter Johnson	Bid Type: OPEN		
Purchase Method: Open Market			

Pre Bid Conference: November 23, 2011 @2:00 pm for a prebid to review the sight of delivery and installation. **Pre Bid Conference info**

Bulletin Desc: Purchase, delivery and installation of projection screen. **Scroll down**

- Scroll down to the bottom of the screen.
- Click the Create Quote button to create an online response.

NOTE: This button will not appear if you did not enable online responses.

Item Information

Item # 1: (840 - 67) Digital Video Recorder

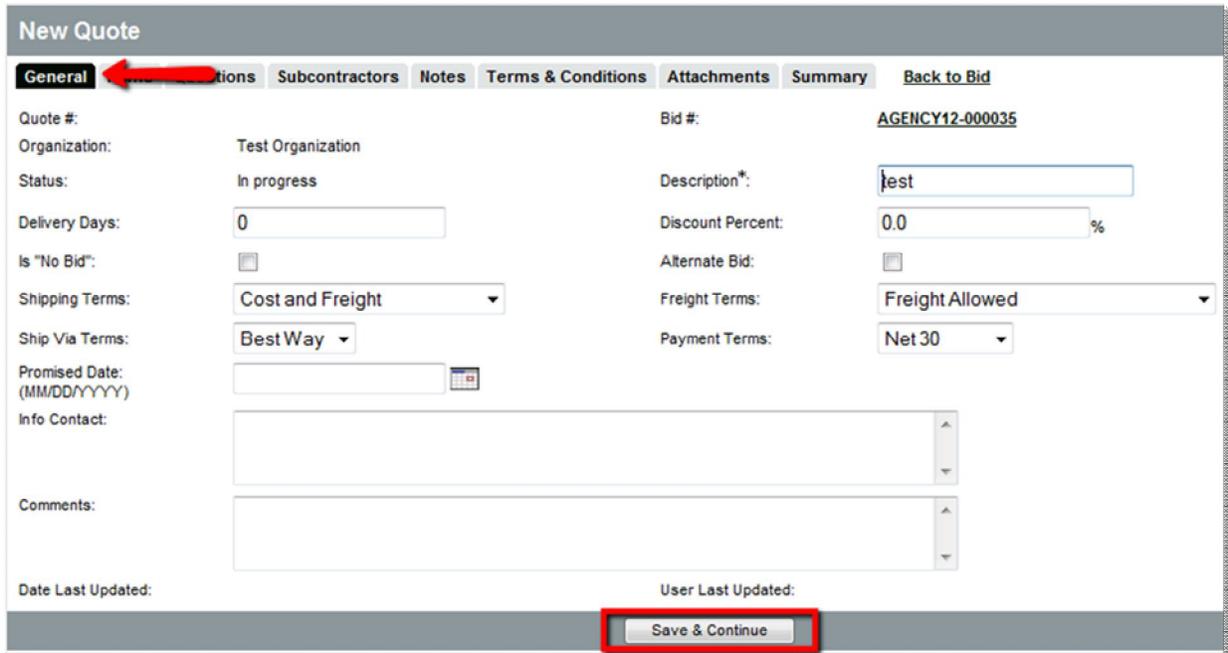
NIGP Code: 840-67
 Video Camera Recorders, Digital Type

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
10.0		EA - Each				

Manufacturer: _____ Brand: _____ Model: _____
 Make: _____ Packaging: _____

Create an online response

- The **General** tab of the New Quote document will appear.
- Click **Save & Continue** on the bottom of the screen.



New Quote

General | Conditions | Subcontractors | Notes | Terms & Conditions | Attachments | Summary | [Back to Bid](#)

Quote #: Bid #: **AGENCY12-000035**

Organization: Test Organization

Status: In progress Description*: test

Delivery Days: 0 Discount Percent: 0.0 %

Is "No Bid":

Shipping Terms: Cost and Freight Alternate Bid:

Ship Via Terms: Best Way Freight Terms: Freight Allowed

Promised Date: (MM/DD/YYYY) Payment Terms: Net 30

Info Contact:

Comments:

Date Last Updated: User Last Updated:

Save & Continue

- The screen will refresh.
- A number will be assigned to the Quote document along the top.
- Red "Quote Validation Errors" will appear detailing what information must be completed before the response can be submitted.

Quote 00000093 - Test Vendor

General **Items** Subcontractors Notes **Terms & Conditions** Attachments Summary Back to Bid

Quote Validation Errors

- Terms & Conditions is not acknowledged.

This error is eliminated from the Terms & Conditions tab.

Quote Validation Warnings

- Your quote has not been submitted.

Quote #: 00000093 Bid #: AGENCY12-000035
 Organization: Test Organization
 Status: In progress Description*: test
 Delivery Days: 0 Discount Percent: 0.0 %
 Is "No Bid": Alternate Bid:
 Shipping Terms: Cost and Freight Freight Terms: Freight Allowed
 Ship Via Terms: Best Way Payment Terms: Net 30
 Promised Date: (MM/DD/YYYY)
 Info Contact:
 Comments:
 Date Last Updated: 11/30/2011 10:56:57 AM User Last Updated: Test Vendor

Save & Continue

- Click the **Items** tab.
- Enter a **Unit Cost** for each item.
- Click **Save & Continue**.

Quote 00000093 - Test Vendor

General **Items** Subcontractors Notes Terms & Conditions Attachments Summary Back to Bid

Sort by Column: Print Sequence Sort Descending Go

Item #	Print Sequence	Questions Exist	Description									
			Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	
1	1.0	No	meals	5.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alternate Description:												
Quote Response Total										\$0.00		

Provide Unit Cost

No Bid an item

Save & Continue

- Click the **Questions** tab.
- Any Questions you set up on the Bid will appear.

- Provide a response to each Question.
- Click **Save & Continue**.

Quote 0000095 - Test Vendor

General Items **Questions** Notes Terms & Conditions Attachments Summary Back to Bid

Question #	Required	Question	Response
1	Yes	Are you certified?	<input type="radio"/> Yes <input type="radio"/> No
2	Yes	How many years of experience do you have?	<input type="text"/>

Save & Continue

- Click the **Terms & Conditions** tab.
- Each of the documents you attached to the Bid will appear listed.
- Click **Yes** to accept the terms and conditions.
- If you click **Yes with exceptions** or **No**, you will be forced to enter a comment below.
- Click **Save & Continue**.

Quote 0000093 - Test Vendor

General Items Questions Subcontractors Notes **Terms & Conditions** Comments Summary Back to Bid

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
Terms and Conditions-1.docx (Terms and Conditions-1.docx)		9,900 bytes

Do you accept the terms & conditions of the bid? Yes Yes with exceptions No

REVIEW THE DOCUMENTS ATTACHED ABOVE BEFORE RESPONDING. IF YOU DO NOT FULLY AGREE WITH THE TERMS AND CONDITIONS OF THIS SOLICITATION, YOUR RESPONSE MAY BE DISQUALIFIED. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS, DO NOT SUBMIT THIS RESPONSE. IF YOU HAVE EXCEPTIONS TO THE TERMS AND CONDITIONS, AND THE DOCUMENTATION ATTACHED ABOVE STIPULATES THAT THESE ARE ALLOWED, YOU MAY ENTER THEM BELOW.

Accept the Terms & Conditions

Save & Continue

- Click the **Attachments** tab.
- The vendor can attach files to their response from here.
- The vendor can mark an attachment “Confidential” if they don’t want it to become public.

Quote 0000093 - Test Vendor

General Items Questions Subcontractors Notes Terms & Conditions **Attachments(1)** Back to Bid

i Marking an item "Confidential" denotes your preference that the document not become public. Ultimate authority over what becomes public rests with the entity performing this solicitation.

Name	Description	Confidential	Delete
Checklist.docx	Checklist	<input type="checkbox"/>	<input type="checkbox"/>

Save & Continue Add Attachment

- Select the **Summary** tab.
- You will be able to view all of the information entered on the previous tabs.
- If a red validation error displays along the top of the document, you must return to the appropriate tab and correct the issue.
- Once able, click the **Submit Quote** button on the bottom of the screen.

Quote 0000093 - Test Vendor

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) **Summary**

Overall Validation Warnings

- Your quote has not been submitted.

Warning message that the response is not yet submitted.

Header Information

Quote #: 0000093	Bid #: AGENCY12-000035	Status: In progress
Organization: Test Organization	Delivery Days: 0	Discount Percent: 0.0
Description: test	Alternate Bid: No	Shipping Terms: Cost and Freight
Bid Flag:	Ship Via Terms: Best Way	Payment Term: Net 30
Freight Terms: Freight Allowed	Info Contact:	Quote Total: \$0.00
Promised Date:		
Comment:		
Date Last Updated: 11/30/2011 11:51:36 AM	User last Updated: Test Vendor	

Vendor accepts the terms & conditions with no exceptions.

Attachments: [Checklist.docx](#)

Item Information

Print Sequence # 1.0 : (963 - 47) meals

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
5.0	EA	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No

Print **Submit Quote** Cancel Quote

- The screen will refresh.

- Click the **Back to Bid** link next to the **Summary** tab.

Quote 0000093 - Test Vendor

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) **Summary** **Back to Bid**

Header Information

Quote #:	0000093	Bid #:	AGENCY12-000035	Status:	Submitted
Organization:	Test Organization	Delivery Days:	0	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Confirm the response is submitted </div>	
Description:	test	Alternate Bid:	No		
Bid Flag:		Ship Via Terms:	Best Way	Payment Term:	Net 30
Freight Terms:	Freight Allowed	Info Contact:		Quote Total:	\$0.00
Promised Date:					

- The Bid document will appear. Scroll down to the bottom of the screen.

Bid Solicitation: AGENCY12-000035

Header Information

Bid Number:	AGENCY12-000035	Description:	test	Bid Opening Date:	11/30/2011 10:02:00 PM
Purchaser:	Administrator System	Organization:	Test Organization	Allow Electronic Quote:	Yes
Department:	TEST - Test Department	Location:	TEST - Test Location	Available Date :	
Fiscal Year:	12	Type Code:	IB - Invitation to Bid (ITB)	Informal Bid Flag:	
Alternate Id:		Required Date:	11/30/2011	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Scroll down </div>	
Info Contact:		Bid Type:	OPEN		
Purchase Method:	Open Market				

- Click the **Bid Q&A** button.

Item Information

Item # 1: (963 - 47) meals

NIGP Code: 963-47
Meals

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
5.0		EA - Each				

Manufacturer: _____ Brand: _____ Model: _____
 Make: _____ Packaging: _____

Print Page Create Quote **Bid Q & A** Exit

- Any Questions and Answers you've already posted will appear in the "Current Q&A for this bid" section.
- If you allowed vendors to submit questions, then the "Add new questions" section appears.

Open Market Bid MDH0012-000082

Current Q & A for this bid:

Question Subject	Question	Answer
Pre Bid Conference	Is attendance required?	No. See section 4.2 of attached Terms and Conditions.

Questions you've responded to and published

Add new questions:

Question Subject	Question (max 2000 characters)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If you allowed, vendors can submit new questions to you. These will show up on the Q&A tab of the Bid.

Save & Exit Save & Continue Reset Cancel & Exit

- Log out as a vendor.

Logout as a vendor

NIGP Code Browse | My Account | Customer Service | About November 30, 2011 3:49:36 PM EST

Home POs Bids Contracts Quotes Test Vendor

Home - Welcome Back Test Vendor

News(0) Bids(68) PO(2) Quotes(19)

No News Available

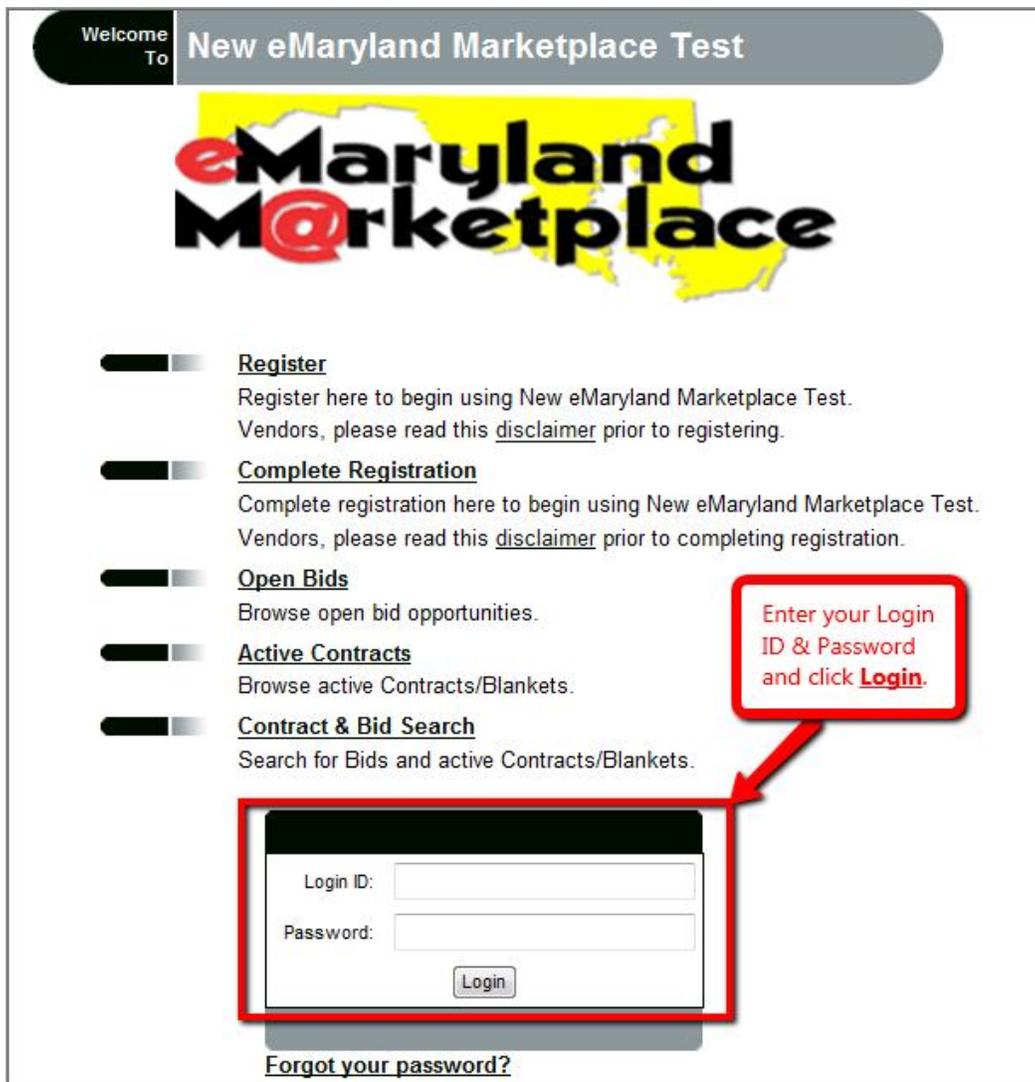
- Click **Log In** on the screen that appears.

Thank You for Visiting - State of Maryland EMarketPlace.

You have logged out and ended your session.

Log In

- Login to eMaryland Marketplace as yourself.



Welcome To **New eMaryland Marketplace Test**



- Register**
Register here to begin using New eMaryland Marketplace Test.
Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**
Complete registration here to begin using New eMaryland Marketplace Test.
Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**
Browse open bid opportunities.
- Active Contracts**
Browse active Contracts/Blankets.
- Contract & Bid Search**
Search for Bids and active Contracts/Blankets.

Enter your Login ID & Password and click **Login**.

Login ID:

Password:

[Forgot your password?](#)